

FOR INCLUSION IN SUPPORT BULLETIN

EMPLOYEE SERVICES

TEMPORARY CLOSING OF CASHIER's OFFICE
BENEFITS AND CASUALTY DIVISION
OFFICE OF PERSONNEL

~~A~~ The Cashier's Office of the Benefits and Casualty Division, Office of Personnel, located in Room 144, Curie Hall, will be closed on 21, 22, and 23 January 1959, so that a reconciliation of payments on all accounts may be accomplished.

~~A~~ No payments or insurance premiums will be accepted during this period at the Cashier's Office.

~~A~~ GREA members are requested to make arrangements, where possible, to conduct any business with the claims section of the Insurance Branch, on days other than those mentioned above, since the services of most of the Branch personnel will be needed in the reconciliation. All emergency cases will, of course, be handled promptly.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

CONT

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CIVILIAN STANDBY RESERVE

May not be necessary to release large group

The Organization is currently engaged in developing a directory of a limited number of former selected employees as a part of the emergency manpower program of the Organization. This directory, known as the Civilian Standby Reserve, is in addition to the Organization unit of the National Defense Executive Reserve and our Civilian Specialist Reserve.

Vernon M. [initials]

Under present concepts the Civilian Standby Reserve will be composed of former employees whom the Organization may wish to contact in the event of a national emergency. No formal action will be taken to appoint these individuals in advance of a national emergency. In this, it differs from the National Defense Executive Reserve and the Civilian Specialist Reserve, described in the September-October 1957 issue of the Support Bulletin. The Director of Personnel will contact the persons selected for the Civilian Standby Reserve on an occasional basis to determine current addresses, employment and availability. It is not contemplated that there will be any training given individuals selected nor will any travel, per diem or payments to these individuals be involved. Of course, members of the Standby Reserve may move into the Civilian Specialist Reserve at some future time or they could be re-employed at any time if their particular skills are required by the Organization.

Senior officials at headquarters have reviewed lists of former employees and have nominated those individuals whom they recommend as potential candidates for our Standby Reserve. After the necessary internal clearances on these individuals are obtained they will be contacted by the Director of Personnel to determine if they are interested in being included in the

directory of the Organization Civilian Standby Reserve.

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Barbara

TRANSMITTAL SLIP		DATE NOV 1958
TO: [REDACTED]		
ROOM NO. 122	BUILDING East	
REMARKS: Hope you'll be able to get this in the next Support Bulletin. Thank you. <i>Hold for next issue as is</i>		
FROM: C/BCD		
ROOM NO. 2525	BUILDING Curie	EXTENSION 618

FORM NO. 241
1 FEB 55REPLACES FORM 36-B
WHICH MAY BE USED.

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